

**MARIN COUNTY OFFICE OF EDUCATION  
RESOURCE SPECIALIST TEACHER  
Job Description**

**Brief Description of Position:**

At single or multiple sites, using specialized techniques, provides instruction and services required to meet the individual needs of students as determined by the Individual Education Plan (IEP) team.

**Duties and Responsibilities:**

**A. Progress of pupil toward the standards of expected pupil achievement.**

1. Serve as case manager for special education referrals at the regular school site.

Quality Indicators:

- a. Consults, observes and recommends modification of regular program prior to referral.
  - b. Receives and makes appropriate referrals.
  - c. Meets with the on-site Assessment Planning Team (A.P.T.) to develop an assessment plan.
  - d. Coordinates all activities in preparation for the IEP meeting.
  - e. Serves as chairperson for IEP meetings at school site, as necessary.
2. Assess individual student's current level of functioning to determine needs.

Quality Indicators:

- a. Selects appropriate assessment tools, makes necessary adaptations for the population, accurately administers, scores and interprets results.
- b. Establishes rapport, provides a suitable environment and utilizes strategies to promote student performance.
- c. Collects and reviews pertinent information from records, observations, parents and other members of the IEP team.
- d. Prepares a written report, which summarizes assessment results, areas of need and general observations in language understandable to all of the IEP team.

- e. Uses appropriate Marin Special Education Local Plan and Management Information System (SELPA MIS) forms for reporting assessment results.
3. Develop goals and objectives appropriate to meet individual student's needs.

Quality Indicators:

- a. Participates with IEP team in identifying goals and objectives appropriate to the age and level of the students.
  - b. Writes specific objectives developed from identified goals and assessment date.
  - c. Uses appropriate SELPA MIS forms for recording goals and objectives.
  - d. Attends and participates as a team member at IEP meetings.
4. Maintain ongoing evaluation system for monitoring individual student's program and progress.

Quality Indicators:

- a. Provides ongoing information to parent, student and school staff regarding student progress toward identified goals and objectives.
- b. Exchanges information from parent and school staff regarding student progress.
- c. Maintains records that measure student progress.

**B. Instructional techniques and strategies used by the employee.**

1. Design and implement programs to meet individual student's identified needs.

Quality Indicators:

- a. Integrates each student's goals and objectives into the Resource Specialist Program.
- b. Utilizes and/or provides to staff appropriate materials to meet student's identified needs.
- c. Adapts teaching methods based on student's identified needs and sound principles of learning.

- d. Implements a program that provides continuity and consistency for students.
- e. Establishes rapport, provides a suitable environment, and utilizes strategies to promote student learning.
- f. Utilizes strategies to promote in students a positive self-concept, self-awareness, self-discipline, responsibility and respect for others.
- g. Establishes and maintains standards and procedures which promote an effective learning environment.

**C. The employee's adherence to curriculum objectives.**

- 1. Demonstrate knowledge of and utilize established curriculum.

Quality Indicators:

- a. Implements specific individual student objectives or supporting approved curriculum.
- b. Integrates each student's goals and objectives into the Resource Specialist's program utilizing approved curriculum.
- c. Maintains professional working relationships.

**D. The establishment and maintenance of a suitable learning environment within the scope of employee's responsibilities.**

- 1. Establish and maintain channels of communication with home, school, and related agencies as necessary.

Quality Indicators:

- a. Implements an ongoing system for communication.
- b. Communicates effectively in written and oral language.

- 2. Provide consultation/in-service, formal or informal, to home, school and related agencies as necessary.

Quality Indicators:

- a. Provides information and consultation as needed to promote understanding and acceptance of students with exceptional needs.

- b. Provides necessary information and consultation pertinent to addressing specific student needs.
  - c. Initiates contact with community resource agencies, as necessary.
3. Maintain acceptable health and safety standards.

Quality Indicators:

- a. Has emergency procedures posted in area where service is provided.
  - b. Has knowledge of student emergency information.
  - c. Implements knowledge of emergency procedures (i.e., fire drill, evacuation route, earthquake drill, first aid).
  - d. Provides for appropriate student supervision during periods of resource specialist services.
  - e. Follows appropriate procedures regarding communicable diseases.
  - f. Reports accidents and unsafe or unsanitary conditions.
4. Provide service at all assigned sites.
- a. Establishes and maintains a schedule that reflects students' needs, caseload, schedules of other personnel, allotted time and space.

**D. Employee's performance of duties and responsibilities.**

1. Participate in activities designed to promote professional growth.

Quality Indicators:

- a. Attends workshops, classes, inservices, conferences or other related professional activities.
2. Observe legal mandates.

Quality Indicators:

- a. Maintains confidentiality concerning information related to students.
- b. Observes all timelines related to special education.
- c. Maintains appropriate student records.

- d. Observes legal requirement regarding suspected child abuse reporting.
  - e. Maintains other records as required.
3. Direct assigned classified staff and volunteers.

Quality Indicators:

- a. Monitors, directs and effectively utilizes assigned classified staff and volunteers on an ongoing basis to carry out assigned duties.
- b. Gives ongoing constructive feedback to supervised staff regarding their performance.

**Supervision Received:**

Works under the direct supervision of a Program Manager.

**Position Qualifications:**

Holds a valid California Special Education credential and a Resource Specialist certificate. Additional authorization (CLAD/SDAIE) for the instruction of English language learners required.